

# INFORMATION FOR NEW TREASURERS

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## BUDGETS

### Location Unit Budgets

CMG BY-LAWS 6.12 a) Location Units will receive from the CMG an amount equal to three and one-half per cent (3.5%) of the dues remitted by their unit on a quarterly basis... In no case shall a Location Unit receive less than five hundred dollars (\$500) per quarter.

### Branch Budgets

To summarize, under CMG BY-LAWS Article 7.5 Branch budgets are established once a year and approved by the National Executive Committee (NEC). These funds are generally accessed by sending in receipts to the national office for reimbursement. This budget can be no less than 2k for the year.

### Special Budgets

CMG BY-LAWS 6.12 b) Should a Location Unit wish to undertake a special project or identify a specific need that goes beyond its normal budget it may submit a request to the BEC, which must then be forwarded to the NEC for consideration.

## General Duties of Treasurers

**If you are a Location Unit Treasurer** you will send in semi-annual financial statements and an annual budget to the National Office (Mark Raeburn) and you will receive your quarterly payments. In the case of the CBC and CP you will also send them to the Branch Treasurer.

You will issue cheques, deal with the bank and be responsible for proper reporting of the Locations financial activities. It is also important to communicate regularly with the other executives to engage them in the finances.

**If you are a Branch Treasurer without Location Units (not CBC or CP)** you will send in your financial statements and an annual budget to the National Office (Mark Raeburn) and you will receive your Location Unit quarterly payments. Branches without Location Units are considered a Location Unit.

As a Branch Treasurer you will have access to a Branch Budget too. Make sure to ask the Branch President the amount of the approved Branch Budget at the beginning of the year as they sit on the NEC. As Branch Budgets are generally used to reimburse expenses, these amounts should be recorded separately from the Location Unit.

You will also sit on the Budget/Finance Committee to prepare the annual budget submission to the NEC.

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**If you are a Branch Treasurer at the CBC and CP** you do not have access to Location Unit finances directly. Your Budget is established by the NEC through the annual budgeting process. You will not need to remit statements and a budget to the National Office (Mark Raeburn) as the funds are generally accessed through reimbursement of expenses. However, you will need to liaise with the National Treasurer about how expenses are allocated and possibly the presentation of the statements

## SOME RELEVANT PARTS OF THE CMG BY-LAWS

### **6.12 Unit Financing:**

a) *Location Units will receive from the CMG an amount equal to three and one-half per cent (3.5%) of the dues remitted by their unit on a quarterly basis. None of this money may be used as a contribution to a political party. A location unit with ongoing circumstances may seek additional funding by submitting an annual budget to its BEC for approval. In no case shall a Location Unit receive less than five hundred dollars (\$500) per quarter.*

b) *Should a Location Unit wish to undertake a special project or identify a specific need that goes beyond its normal budget it may submit a request to the BEC, which must then be forwarded to the NEC for consideration.*

c) *Location Units will prepare and submit an annual budget and submit semi-annual financial reports to the Branch Executive Council and the NEC. Location Units failing to submit budgets and/or reports will not receive the next quarterly remittance. Location Unit officers failing to submit reports may be subject to discipline including removal from office.*

### **7.5 Finance Committee:**

a) *In order to have the appropriate consultation on its budget, the NEC shall establish a national finance committee. Its job will be to balance the need of the CMG, to develop recommendations to the NEC on its national and Branch budgets and to oversee an accountability process on expenditures, which will be reported to the Branches and the National Executive Committee.*

b) *The Finance Committee shall be chaired by the National Secretary-Treasurer and shall also consist of the NEC President, and the Branch treasurers or such other person a Branch Executive Council may appoint in lieu of its Treasurer.*

c) *Each year, the Finance Committee shall receive the budget from the National office and its committees, examine Branch budgets and shall develop the national CMG budget, all of which shall go to the NEC for final approval.*

d) *Preparation of the Branch and National Executive budgets will be done during the last four months of the fiscal year before the budget is to take effect.*

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- e) *During the budgeting period, the process will be followed in a timely manner to allow for Branch input and consultation. The process will be carried out in a manner to allow each of the Branch Executives to be consulted.*
- f) *The Finance Committee will make recommendations to insure that all necessary resources are made available to each branch based on its need, regardless of its size, to do its work.*
- g) *If a Branch budget gets amended either by the committee or the NEC, the budget will be sent back to the affected Branch Executive for reconsideration. The Branch Executive will then resubmit its second and final proposed budget for reconsideration by the Finance Committee.*
- h) *If a non-Branch item on the national CMG budget is altered or in dispute at the NEC level, it shall be referred back to the Finance Committee with recommendation for reconsideration.*
- i) *The Finance Committee shall also meet at least quarterly, by phone or in person, to review expenditures of the CMG and the Branches. The Finance Committee shall report its finding after each quarterly meeting to the NEC and the Branch Executives.*
- j) *Costs spent on behalf of branches shall be reported back to the concerned Branch on a timely basis.*
- k) *The Finance Committee shall also review and make recommendations to the NEC concerning amendment to the budget's allocation, except in emergencies.*
- l) *In order to enhance accountability, transparency and cost control, the Finance Committee may make recommendations to the NEC on national processes and policies concerning the expenditure of CMG funds.*